



## **FOOD SERVICE PERMITS**

### **NEW FOOD ESTABLISHMENTS, SUBSTANTIAL RENOVATIONS**

Applicants shall comply with the following requirements

#### **Part 1**

1. Applicant shall contact the License Board, 1<sup>st</sup> floor City Hall and complete application for a Common Victualer License
2. If alcohol is to be served on premises apply at License Board at same time

#### **Part 2**

3. Contact Health and Human Services Department at 1000 Commonwealth Ave., Newton, MA.

##### **A. Provide a set of blueprints or plans**

Equipment layout  
Plumbing Fixtures  
Surface materials (walls, floors, counters, etc.  
Equipment specifications  
Copy of proposed menu  
Number of seats (including any bar areas)

Note: License Board, Inspectional Services Department and Fire Department may require copies of the plans and applicant should contact these departments at this time. Applicant is responsible to comply with any requirements of these departments.

4. Health and Human Services Department will complete plan review and approval must be obtained by applicant prior to any construction
5. Applicant shall request a Final Inspection by the Health Inspector prior to opening for business
6. All necessary applications and payment of fees can be completed at this time. Contact the Health and Human Services Department at 617-796-1420 for the current fee schedule.

If you have any questions or need additional information contact the Health and Human Services Department and speak to the one of the Sanitary Inspectors.